

Air Education and Training Command

Replenishing the Combat Capability of America's Air Force



U.S. AIR FORCE

**Contracting/Acquisition
Lackland Schoolhouse
345 TRS/TTC**

**TSgt Deric Long
TSgt Jessie Murray
20 November 2003**

Integrity - Service - Excellence



Faculty



- **Squadron Commander:** Lt Col Gregory Hinton
- **Flight Commander:** Maj James Boles Jr.
- **Flight Superintendent:** MSgt Katie Cruz
- **Element Chief/Instructor:** Capt Mike Jackson
- **Instructor Supervisors:** TSgt Deric Long
TSgt Elke Lott
- **Training Manager:** Ms Lenda Oakes
- **Training Development Chief:** Mr Larry Owensby
- **Course Managers:** Mr John Navin
Ms Yolanda Yarber
- **CDC Writer:** MSgt Eric Johnson



Faculty



- **Instructors**

TSgt Deric Long TSgt Elke Lott
TSgt Mary Accomando TSgt Sheila Harris
TSgt Todd Imhoff TSgt Jessie Murray
SSgt Brian Bendele SSgt Melissa Haase
SSgt Rebecca Huffstutter SSgt Stephen Lavrack
SSgt Javier Tamez SrA Mike Carnley



Courses



- Contracting Fundamentals
- Quality Assurance Program Coordinator (QAPC)
- Quality Assurance Representative (QAR)
- Mission Ready Airman (MRA) Contracting
Apprentice



Contracting Fundamentals



- 1 Qualified Instructor
- 25 Days Academic Days
 - Guided Discussion
 - Performance-Based Integrated Case Studies
- 10 Classes/180 Students Per Year
- 4 Blocks
 - Block I – Contract Environment
 - Block II – Procurement Planning
 - Block III – Contract Formation
 - Block IV – Contract Administration





QAPC



- 4 Qualified Instructors
- 8 Academic Days
- 2 Blocks
 - Block I – Basic QAPC Knowledge - Lecture
 - Block II – Student Presentations
- Measurement
 - Written Test
 - Progress Check – Student Presentations





QAR



- 8 Academic Days
 - Lecture
 - Discussion
 - Performance-Based Exercises
- Resident and Mobile Courses
 - Resident – 4 Classes per year – 72 students
 - Mobile – 3 Classes per year – 60 students
- Measurement
 - End-of-Unit Review Exercises
 - Performance-Based Exercises
 - Block Test



MRA Contracting Apprentices



- 12 Qualified Instructors
- 40 Academic Days
 - Classroom Lecture
 - Simulated Office La
- FY 03 Statistics
 - 17 Classes
 - 200 Students
 - 6 Eliminations



- Utilization and Training Workshop (U&TW) –
Scheduled for 9-13 Feb



MRA Contracting Apprentices



- Eliminations
 - FY03 – 6
- Reasons
 - Academic - 4
 - Performance - 1
 - Unsuitability - 1
- Unsuitability
 - AETC Instruction 36-2215
 - Ability to eliminate students who do not possess characteristics required for success in Contracting





MRA Course Design



- Weeks 1 through 4
 - Contracting Fundamentals
 - Demo-Performance of Task
 - Subject: Commercial & SAP
- Weeks 5 through 8:
 - Contracting Office Model
 - 46 Purchase Requests
 - Mix of Purchase Actions using SAP





MRA Contracting Apprentices



- Classroom Lecture – 4 Blocks of Instruction
 - Block I – Contracting Fundamentals
 - Block II – Contract Planning
 - Block III – Contract Formation
 - Block IV – Contract Administration and Other Contracting Concerns
- Measurement
 - Appraisals
 - Progress Checks
 - 4 Block Tests





MRA Contracting Apprentices



- Programs/Websites Utilized By Students
 - Central Contractor Registration
 - Excluded Parties Listing (Debarred)
 - Federal Business Opportunities (FEDBIZOPS – Demo Site)
 - NAICS/SIC Search Pages
 - GSA Advantage
 - Wage Determination On-Line Program (WDOL)
 - FARSITE
 - Contracting Bookshelf
 - Search Engines for Market Research – Yahoo, Google, Etc.
 - Procurement Desktop Defense (PD2) Version 4.2.1
 - Integrity



MRA Contracting Apprenticeship



- Simulated Office Environment – Lab
 - Last 4 Weeks of Class
 - Office Cubicle, Phone, Computer, Etc
 - Students work 46 scenarios from PR receipt through solicitation to award and post-award
 - FAR Research Questions
 - Instructor Work Center – Role Players
 - Instructor
 - Contracting Officer
 - Customer
 - Vendors





MRA Contracting Apprentices



- Scenario Breakdown
 - 13 Oral Solicitations
 - 21 Streamlined Solicitations
 - 10 Written Solicitations
 - 2 IDIQ Delivery Orders
- Contracting Actions
 - PO/DO
 - Modifications
 - Services/Construction
- Contract Reporting
 - DD1057 & DD350





MRA Contracting Apprentice

Procurement Desktop - Defense

File Edit Procurement Reference Utilities Window Help

Daily Work for Lab

Number	Description	User	Date
Folder	Instructor PRs		
Folder	PC		
Folder	Day 15		
Folder	Day 14		
Folder	Day 13		
Folder	Day 12		
Folder	Day 11		
Folder	Day 10		
Folder	Day 9		
Folder	Day 8		

Day 13

Number	Description	User	Date	Type	Refresh
Folder	Student 14				
Folder	Student 13				
Folder	Student 12				

Student 13

Number	Description	User	Date	Type	Refresh
FU3LVL204613	46 Flat Panel Monitors	sysadmin	22 OCT 03 14:02	Purchase Request	
F13LVL204313	43 Modular Furniture	sysadmin	22 OCT 03 13:48	Purchase Request	
F13LVL204213	42 - 50" Plasma TV	sysadmin	08 SEP 03 17:20	Purchase Request	
F53LVL204513	45 - Advanced Life Support Service	sysadmin	08 SEP 03 17:14	Purchase Request	

Classroom P... Office Trash Master Scen... Administrat... Trash Inbox Outbox

Ready November 13, 2003 2:11 PM



MRA Contracting Apprentice

Procurement Desktop - Defense

File Edit Procurement Reference Utilities Window Help

student's Cabinet

Number	Description	User	Date	Type	Refresh
Folder	FA3047-04-P-0021ThermalSOOK		13 NOV 03 13:36	instr#01	
Folder	Student 1		13 NOV 03 13:11	instr#01	
Folder	F13LVL201201F.A.T.S.SysSook		13 NOV 03 10:30	instr#01	
Folder	F13LVL201101HondaATVsSook		13 NOV 03 08:51	instr#01	
Folder	FA3047-04-P-0027 SkeletonSOOK		13 NOV 03 07:53	instr#01	
Folder	FQ3LVL300801AddParkingSook		12 NOV 03 13:49	instr#01	
Folder	F13LVL200701StorageSook				
Folder	FQ3LVL200901SidewalksSook				
Folder	FU3LVL200601SoftwareSook				
Folder	F13LVL200301 HeartSook				

Note [FA3047-04-P-0021ThermalSOOK]

Note 1 of 1

Good job except that you didn't generate properly. Look at your summary of changes.

Please review and approve modification on part number to be in award.ss thank you

Add Delete OK Cancel

FA3047-04-P-0021ThermalSOOK

Number	Description	User	Date	Type	Refresh
Attachment	FA3047-04-P-0021 Award MFR				
Attachment	FA3047-04-P-0021-U00001 mod MFR				
Attachment	F13LVL200101 FBO confirmation				
Offer Evaluation	F13LVL200101 Offer Evaluation				
Commercial Contract Award	FA3047-04-P-0021 Commercial Contract Award				
Attachment	F13LVL200101 AF 2579				
Purchase Request	F13LVL200101 01 - Thermal Imager				
Attachment	F13LVL200101 combined syn-sol				
Attachment	FA3047-04-P-0021 Modification 1				
Commercial Award Modification	FA3047-04-P-0021-U00001 Commercial Award Modification				
Attachment	F13LVL200101 MFR				

Office Trash Outbox Inbox

Ready November 13, 2003 2:56 PM



MRA Contracting Apprentices



- Management Feedback
 - Graduate Assessment Survey from Supervisor
 - "... Thank you for the wonderful training you are providing. These graduates are able to carry on with minimum supervision."
 - Kudos E-Mail from FRB Member
 - "... Student's knowledge of Contracting and use of PD2 allowed student to be productive from the time arrived on station. No additional training was needed with PD2"
 - Col Whittaker – ACC Commander
 - "... I made it a point to ask the young airmen about the MRA...especially in regards to how they felt it prepared them to arrive at the CONS and immediately feel comfortable and be productive as a result of the MRA course. I'm happy to report all of the feedback was extremely positive so keep up the great work and pass on my kudos to your instructors!"



MRA Contracting Apprentice



- Student Feedback
 - “...Everyone thinks that my showing up with PD2 skills is just dandy, and I even get to participate in the FAR research debates from time to time”
 - “...I am currently working on a mod, and I have two more on the way for things like exercising an option year and increase funding for some delivery order type contracts. I currently have 7 contracts I am administrating and I'll be briefed on three...”
 - “Just wanted to say thanks for your instruction. I have to say that you've done a good job in preparing me for the real work place”
 - “...The first award that I put together was for kitchen renovations in MFH for over a million”
 - “I helped out on the reprocurement of the Military Family Housing contract by source selection.”



Future Capabilities



- 2 Classrooms with AFCIS provided computers
- 20 Seats available in each classroom
- 4.2.1 Training Database
- Contracting Fundamentals Course currently using 1 classroom to broaden training provided
- Proper coordination through AETC Channels must be accomplished before training can be held





Instructor Duty



- Qualifications
 - Grade E-4 and above with skill commensurate with grade
 - CONUS – 2 years TOS
 - OCONUS – Between 13 and 10 months of DEROS
 - Physical Profile
 - Must meet current weight/body fat standards
 - Less than 17 years TAFMS
 - Overall rating of 3 or higher on last 5 performance reports
 - Ability to obtain 39 months retainability
 - CCAF or within 1 year of completion (45 SH)
- 3 Year Controlled Tour
- Volunteer on Assignment Management System (AMS)
- Submit AETC Special Duty Application

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